

RECRUITMENT REQUEST

26 March 1951

IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES FOR THE POSITION(S) INDICATED BELOW:

| ORGANIZATION | POSITION |
|--|----------------------------------|
| OFFICE Office of General Counsel | TITLE Clerk-Typist |
| BRANCH | GRADE GS-3 |
| DIVISION | SALARY \$2650.00 |
| SECTION | NUMBER DESIRED One |
| OFFICIAL STATION Washington, D. C. | |

DESCRIPTION OF DUTIES: (COMPLETE)

1. type agent contracts
2. control incoming and outgoing mail (much of it to be hand-carried)
3. Answer telephones (three extensions are available in the one office)
4. Arrange meetings and personal interviews for those people desiring contracts

SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)

Neat and accurate typist, preferably with experience

POSSIBLE CANDIDATES: (IF ANY)

| NAME | NAME |
|------|------|
| | |

SIGNATURE (REQUESTING OFFICIAL)

TITLE